



City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

FACILITY ATTENDANT (Temporary/On-Call Position)

**Salary: \$10.00 - 12.00/hr.
Currently Five (5) Positions Open**

Final Filing Date: Friday, August 28, 2015 by 5pm

This is an open recruitment. Qualified candidates from the public are encouraged to apply. The current position is in the Recreation Division. Hours may range from 5-10 hours per week (as determined by operational needs). The duration of the assignment shall be determined by the Department.

The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Facility Attendant classification or in similar classifications.

Position: Under general supervision, turn lights off/on at field facilities, prepares rooms for events, programs or permits at city facilities, performs security inspections of buildings, provides assistance to Recreation division regarding building maintenance and performs related duties as required.

Qualifications: Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

Experience: No experience required.

Training: High School Diploma required.

Requirements: Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Applicant must be at least 18 years of age.

License & Certificate: Possession of an appropriate, valid California driver's license is required.

Current CPR/First Aid is required.

Examples of Duties: Unlock doors prior to a scheduled activity; adjust lighting levels as needed in the building; lock doors and turn off lights after events; remove trash from building, move trash dumpsters; maintain and secure building keys in his/her possession.

Knowledge of: General procedures of security inspection; principles of supervision; public relation principles and techniques; safe work practices; Safe driving principles and practices.

Ability to: Ability to independently meet time deadlines; use good judgment; communicate to renter the rental policies and procedure.

How to Apply: A formal City Employment Application is required at the time of filing and may be obtained from the **City of Hollister, Human Resources Division located at 375 Fifth Street, Hollister, CA 95023, (831) 636-4300 ext. 24 or may downloaded from website: www.hollister.ca.gov** . Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form.

Selection Process: Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or the Recreation Division. Following the examination process, successful candidates are placed on an employment list. Appointment will be made from the employment list. Appointed employee(s) will be required to pass pre-employment physical, drug screen and background and fingerprints.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

Temporary appointments are not to exceed 1,000 hours per fiscal year.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: August 14, 2015